

# **Boulder Ridge Day Camp**

## **Registration Policies & Procedures**

### **2020**

#### **Enrollment:**

All camper registrations must be completed online. A deposit of \$100 per week is required to secure your enrollment.

#### **Adding, Changing, and Canceling Sessions:**

Adding Sessions: You may call or email the camp office to add sessions if space is available. For extensions after June 1, payment is due immediately, in full by cash, cashier's check, money order or credit card.

Changing Sessions: You may call or email the camp office to change sessions if space is available. There is no penalty for changing sessions as long as notification is made at least 2 weeks in advance. If the change is made less than two weeks in advance there is a \$50 processing fee.

Partial Cancellation: If you need to cancel some, but not all, of your camper's enrollment, you may do so with no penalty if the camp is informed in writing at least two weeks prior to the start of the week you are canceling. If the camp is not notified two weeks in advance, you will incur a cancellation fee of \$50 per week. Returning campers must maintain a minimum registration of two weeks.

Full Cancellation: If you wish to cancel your camper's enrollment, we must receive written confirmation from you before it can be processed. \$50 per week of each camper's deposit is non-refundable. Remaining deposit will be refunded if cancellation occurs on or before April 30, 2019. Starting May 1, 2020, the entire deposit is non-refundable. Non-arrival of camper(s) on opening day of any session without prior notification of at least two weeks will result in a 100% forfeiture of tuition.

#### **Account Balance and Forms of Payment:**

- Final payment is due by June 1<sup>st</sup>.
- An Installment Plan with payments on March 15<sup>th</sup>, April 15<sup>th</sup>, May 15<sup>th</sup> and June 15<sup>th</sup> is available.
- All deposits must be paid by credit card or electronic check. These payments will not be charged a convenience fee.
- Payment on the remaining balance by credit card will incur a 2% convenience fee.
- All payments after June 15<sup>th</sup> must be by cash, cashier's check, money order, or credit card.
- No personal checks will be accepted after June 15<sup>th</sup>.
- If you wish to pay by cash, payments may only be made at camp after May 1<sup>st</sup> from 9:00 am to 4:00 pm, Monday through Friday.